

LSAC Unite Essentials
Managing Applications Part II
Updated 3/19/2024

Exercise 1 - Verify an Application - LLM

Task: Start verifying an application and update its status to incomplete.

Scenario: You are in the process of verifying the application for Elesha Bezbatchesko and discover that her English proficiency score is missing. Use the checklist to indicate the information you have then update the application status and substatus to indicate that you are waiting for the test score.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

Guided Practice

The training exercise has four parts. The first part walks you through how to find the application. The second part walks you through how to verify required items. The third part walks you through how to update the status and substatus of the application.

Part 1: Find the Application

1. Click APPLICATIONS.
2. Click the *Search Criteria* tab.
3. In the Selected Tab area, click the *Pending Verification* radio button.
4. In the Search Fields area, enter the following:
 - a. Last Name = Bezbatchesko
 - b. First Name = your [Greek]
5. Click Search.

Part 2: Process the Application

1. Click Bezbatchenko, [Greek]-Elesha to open the application.
2. Click the E-APP to open and view the document.
3. In the Application Verification Checklist, click the following checkboxes:
 - a. Application
 - b. Application Signed (if necessary)
4. Close the E-APP document.
5. Click the CAS Report to open and view. Notice the Banner page, the transcripts and the letters of recommendation.
6. In the Application Verification Checklist, click the following checkboxes:
 - a. CAS Report
 - b. LOR #1
 - c. LOR#2
 - d. Transcripts
7. Close the CAS Report document when done.

Notice that an English Proficiency score report is missing from the document list.

Part 3: Edit the status information

1. Click **Continue**.
2. Select the application status and substatus.
 - a. Status: **Application Incomplete**

b. Sub-Status: **Missing Information**

3. Click **Submit**.